

LIBRARY SYSTEMS MANAGER

DEFINITION

To maintain, troubleshoot and operate the library database system including all hardware and software. To assist the Library Director in development and implementation of long and short-range planning relative to all automated systems.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Library Director. Responsibilities include direct supervision of technical and clerical support personnel on an ongoing and project basis.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

1. Assists in the development and implementation of goals, objectives, policies and priorities.
2. Manages a comprehensive on-line computer system including peripheral support systems, systems analysis and development, hardware and software operations and maintenance.
3. Insures interaction and integration of new systems with existing systems both in-house and with cooperating interjurisdictional programs.
4. Controls and maintains on-going systems by designing procedures that insure the integrity of distinct databases by maintaining and refining interaction of coordinated databases and by troubleshooting all malfunctions in the system.
5. Schedules database operations to accomplish all necessary work including the coordination of developmental, operational and maintenance priorities.
6. Coordinates staff training for development of skills in the use of automated systems, including use of bibliographic system interface.
7. Coordinates and evaluates technical and clerical support personnel.
8. Coordinates with library staff to define priorities for current and future development and incorporates user feedback on acceptability of extant systems.
9. Performs automated budget analysis and tracking, including the tracking and invoicing of library supplies.

10. Provides reference and readers advisory services to the public as required.
11. Serves on professional boards and attends job-related meetings.

QUALIFICATIONS

Knowledge, Abilities and Skills

- A. Knowledge of principles and practices of organization, administration, budgeting and personnel management.
- B. Knowledge of Hewlett-Packard 3000?series 40, minicomputer database system, or a comparable minicomputer database system.
- C. Knowledge of database concepts, design, administration and control including telecommunication and networking plus data resource management principles and practices.
- D. Knowledge of users operational needs including the interrelationships among users, hardware capability and system-wide priorities.
- E. Knowledge of programming concepts and ability to interface between hardware and software vendors and users.
- F. Knowledge of library automation application software.
- G. Knowledge of modern library organization, objectives, services and their application.
- H. Knowledge of library classification and on-line cataloging, circulation, and reference techniques and practices, including knowledge of the Anglo-American Cataloging Rules, 2nd. Ed. (AACR2).
- I. Ability to supervise technical and clerical support staff.
- J. Ability to oversee contract work and to determine if contractual goals are met.
- K. Ability to interact with the public and staff at all levels in order to determine system needs and to foster confidence in the system.
- L. Oral and written communication skill to lead discussion, explain concepts, and prepare clear and accurate recommendations and reports.

Experience and Education

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of professional experience, involving library experience and/or computer system experience.

Education: Possession of a Master of Library Science degree from an accredited college or university is desirable.

PROBATIONARY PERIOD: One Year

February 1984
Revised May, 1987
762CS87